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PRINTING SERVICES DIVISION

I. Personnel Needed and Expected Accomplishments:

The Printing Services Division has requested an increase in T/O of 25 positions as follows:

1 Printing Production Specialist (Supervisor)	GS-11
2 Offset Pressmen	LB-16
4 Offset Pressmen	LB-12
2 Bindery Workers	LB-12
3 Bindery Workers	LB-7
1 Linotype Operator	\$2.87 per hour
1 Compositor	\$2.87 per hour
1 Letterpressman	\$2.87 per hour
1 Offset Cameraman	LB-19
2 Negative Engravers	\$3.00 per hour
1 Platemaker	\$3.00 per hour
6 Photographers (General)	GS-4

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This requested personnel increase is for the purpose of establishing a night shift in the division's [REDACTED] plant. The primary reasons for establishing a second shift are:

- To effect a substantial reduction in overtime required to maintain currency of work and to render effective printing support in terms of volume and timeliness. This overtime has reached such proportions that the division would be derelict if steps were not taken to substantially reduce it. The number of hours of overtime worked per month has steadily increased over the past year. During fiscal year 1955, 10,103 hours overtime were worked. Most recent figures are 1,646 hours for June and 2,109 hours for July.
- To render the type of service required by the various Agency components. Overnight service is essential in many instances and can only be obtained by a night shift. The division now has no facilities for rendering this type of service.
- To render more effective support to the DD/P PP program. The requirements of this program have been steadily increasing to the extent that special equipment has been purchased to make possible better support. This equipment requires additional personnel if adequate support is to be rendered without adversely affecting production of other work.
- To enable the division to undertake new continuing projects which must now be declined due to insufficient personnel.
- To reduce backlogs to workable levels without excessive overtime.

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II. Work Which Can be Eliminated with Subsequent Reduction in the Requested Personnel:

Without the requested personnel increase the division could continue all programs at their present level, provided approximately 2000 hours of overtime were worked each month. However, no new or additional programs could be undertaken nor could support to existing programs be expanded. Unfortunately the division cannot actually refuse to undertake new printing programs nor can the division control the expansion of existing programs. This results in the conditions previously mentioned -- large backlogs and excessive overtime.

It is possible to utilize cleared photographic concerns for the production of some photographic work. This would make it possible to reduce the request for 6 Photographers (General) to one and reduce the requested additional personnel from 25 to 20. It is not considered feasible to rely on contracting for other Agency printing. Care must be exercised in utilizing outside sources for Agency printing as Agency policy has been that only unclassified work would be done outside of Agency facilities (and the GPO State Service Plant). A further matter for consideration is that cost of contract work has always been far in excess of the cost at which the Agency facilities can do the work.

Elimination of overtime without the requested increase in personnel would, of course, require the reduction of support rendered.

III. Essential Work Which Will Not be Accomplished Without the Requested Increase in Personnel:

25X1A6a Essential work which will not be accomplished without the requested increase in personnel cannot be enumerated as it will be in the nature of future requirements which are not known to the division at this time. However, the effect of not establishing the night shift in [REDACTED] will be to restrict the amount of support which the division can render. No new printing projects can be undertaken and, to the extent possible, no increase can be allowed in existing projects. This restriction would be even more severe if overtime were eliminated.

New projects are constantly being presented to the division and existing ones are constantly increasing. Backlogs continue to mount. The solution is additional personnel or authority to discontinue service when workloads are such that no more work can be undertaken.

It should be noted that the overtime situation is such that immediate steps must be taken to correct it. At the current rate, overtime is costing approximately 60 per cent as much as the 25 requested positions will cost. Employee morale and good management demands immediate corrective action. Therefore the division requests the necessary personnel to establish a night shift or authority to refuse all work over that which can be produced during regular work hours by the existing force.

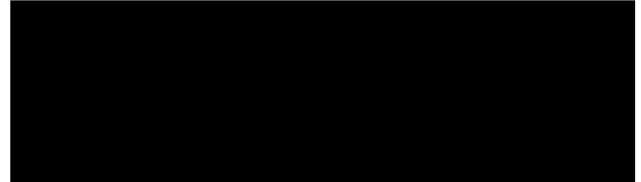
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IV. Staff Study:

Staff Study dated 14 July 1955, Subject: Increase in T/O of Printing Services Division, Office of Logistics, contains additional information on this matter.



OL/PSD/RWP/jem (8 Aug 55)

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